



## CITIZEN POLICE ADVISORY REVIEW BOARD MEETING MINUTES

Chair Hart called the regular meeting of the Citizen Police Advisory Review Board (CPARB) to order on Tuesday, April 20, 2004 at 5:31 p.m. in the Mayor and Council Chambers, City Hall, 255 W. Alameda, Tucson, Arizona.

Commission Members	Representing	Present/Absent
Suzanne Elefante	Mayor	Present
Ida Wilber	Ward 1	Absent
Elizabeth Bottka-Smith, Vice Chair	Ward 2	Present
Vicki Ann Hart, Chair	Ward 3	Present
Cynthia Schiesel	Ward 4	Present
Holli McGarry	Ward 5	Absent
William O. Wills	Ward 6	Present
Advisory Members		
Charles A. Lagattuta	CPARB	Present
Susan Thornton	CPARB	Present
Jeremy A. Tor (arrived at 5:34 p.m.)	CPARB	Present
Barry Hirsch	CPARB	Present
Ex-Officio Non-Voting Members		
Andrea Ibáñez (arrived at 5:34 p.m.)	City Manager	Present
Captain Bill Washington	TPD	Present
Officer Craig Kerlin	TPOA	Present

Staff Present
Assistant Chief John Leavitt, TPD
Captain Sharon Allen, TPD
Lt. Jim McShea, TPD
Sergeant Jim Kirk, TPD
Officer Steve Beller, TPD
Liana Perez, Independent Police Auditor
Lewis M. Anderson, City Attorney's Office
Ceci Sotomayor, Recording Secretary
Visitors
Council Member Jose Ibarra, Ward 1
Council Aid Jesse Soto, Ward 1
Ronald Manzi

AGENDA ITEM	MOTION	ACTION	FOLLOW-UP RESPONSIBILITY
1. Call to Order / Roll Call: 5:31 PM			
2. Council Member Jose Ibarra – Ward One		Council Member Ibarra thanked CPARB members for giving their time to the community. He would like to see increased dialog between the Board and Mayor and Council since there are a lot of issues that Mayor and Council deals with that would benefit from CPARB's input. He suggested that the Board review Mayor and Council meeting agendas for relevant issues. Council Member Ibarra expressed his appreciation of the good working relationship with TPD and his Ward.	
3. Approval of Notes of 03/16/2004.	MOTION by Ms. Bottka-Smith, second by Mr. Wills to approve the minutes of 03/16//2004, Voice vote passed 5 to 0.		
4. Call to the Audience		Mr. Ronald Manzi asked about the staffing levels of community officers. He is interested in knowing if the levels have increased, decreased or stayed stable. He believes community patrol is an effective and very important program to cut crime in the neighborhoods.	
5. Self Introduction		Board members and staff gave a short introduction of themselves.	



C) Office of Internal Affairs		<p>C)</p> <ul style="list-style-type: none"> <li>• Lt. McShea continues to work on implementing the “On Target” software. The company’s representatives are installing additional software and are conducting “train the trainer” sessions.</li> <li>• Lt McShea is on the discipline committee. Phoenix Police Department is in Tucson to share their discipline matrix and how it works.</li> </ul>	
8. Comments to Mayor and City Council		<ul style="list-style-type: none"> <li>• Ms. Bottka-Smith expressed her frustration with the continued challenge of getting useful information from citizen contacts. Once again, calls/e-mail to M&amp;C were not in the packets. Last month’s contacts contained many duplicates and the summary was not really a summary but a truncated, literal version of the first sentence. Additionally, it’s extremely difficult to know what follow up was done with each contact.</li> <li>• Ms. Bottka-Smith again inquired on the possibility of reviewing cases mentioned by citizens even though a citizen complaint with IA was not filed, e.g., M &amp; C inquiries 14322 and 14328. Mr. Anderson stated that although citizens may raise concerns regarding specific incidents, the Board can’t review completed investigations when a citizen complaint is not filed.</li> </ul>	
9. RECESS		Recess taken from 6:50 PM to 6:55 PM.	
<p>10. Office of Independent Police Auditor</p> <p>A) Monthly Contacts</p> <p>B) Community Outreach / Programs Update</p> <p>C) Information on what the Board would like from IPA</p>		<p>A) There were no specific questions regarding the monthly contacts.</p> <p>B) Ms. Perez was appointed to the NACOLE Board for 2 years.</p> <p>C) There were several suggestions from board members on what information they would like to see on future IPA reports.</p> <ul style="list-style-type: none"> <li>• TPD IA numbers to cross reference cases</li> </ul>	

		<ul style="list-style-type: none"> <li>• Follow up on open cases versus seeing log of new cases only</li> <li>• Statistics on the number of cases IPA non-concurs with when reviewing complaints.</li> </ul> <p>Ms. Bottka-Smith also wanted to know if the IPA sends a letter with her findings/concerns to TPD when she reviews an investigation. She does not send a letter—feedback is given verbally.</p>	
11. Random Review of TPD Complaints		<p>A) 0309I00071. (Holdover from 03/16/04) By consensus, the Board agreed that the investigation was fair and thorough, but had a concern. They would like to see officers write an after-the-fact report to clarify an incident when an initial report was not done. The Board would like to give kudos to Lt Hunt for his detailed review.</p> <p>B) 0310I00021. By consensus, the Board agreed that the investigation was fair and thorough and has no concerns. The Board would like to give kudos to Sgt Hawks for his excellent review and recognition of the complainant's perception.</p> <p>C) 0310I00072. By consensus, the Board agreed that the investigation was fair and thorough and has no concerns. The Board would like to give kudos to Capt Gillooly on his thorough review and acknowledging the importance and validity of the complainant's perceptions.</p> <p>D) 0310I00002. By consensus, the Board agreed that the investigation was fair and thorough and has no concerns.</p>	
12. Red Tag letter response from the Chief		A reply to the Board's letter outlining its concerns reference Red Tag enforcement was received from Chief Miranda.	
13. Subcommittee Reports: A) Community Outreach/Public Relations		A) Ms. Bottka-Smith advised that she is still working on the CPARB Web Site. She's had no response from the City since March 9 <sup>th</sup> , in spite of several requests for status.	

B) CPARB Customer Satisfaction Survey		B) Ms. Bottka-Smith and Chair Hart spoke with Chief Miranda about the customer survey. Chief Miranda had no changes to the survey and is very supportive of it. Logistics of mailing the forms were discussed. Ms. Perez spoke with Ms. Liz Miller, from the City Manager's office, who indicated they would pay for postage. Ms. Perez generously offered to have her office mail out and collect the surveys. However, after discussion, the Board decided that TPD IA would mail out the surveys with CPARB's return address. Citizens would return the completed surveys to the City Clerk's office who will forward them to Chair Hart.	
C) Training		C) The May 1 <sup>st</sup> annual training draft agenda was discussed. Ms. Bottka-Smith expressed her concern regarding the absence of CAPS scenarios that were specifically requested. Capt Washington indicated he would ensure that CAPS scenarios would be included in the training.	
14. Future Meetings and Agenda Items:		<ul style="list-style-type: none"> <li>Ms. Elefante requested a presentation on felony waivers</li> <li>Ms. Bottka-Smith informed the Board that the NACOLE conference is October 17 - 20. She advised the Board needs to discuss this in order to contact city leaders for money to allow attendance by Board members.</li> </ul>	
15. Report from the Chair /Announcements		No announcements/report from Chair.	
16. Adjournment: - Time: 8:10 P.M.	Motion by Ms. Bottka-Smith, seconded by Mr. Wills to adjourn. Passed by a voice vote of 5 to 0.		

Pursuant to Mayor and Council direction (Regular Session, September 15, 1975) the Committee's minutes are transcribed in a summary style format. Expanded versions of certain specific items, as determined by the Chairperson of the Committee, will be provided upon request. These summary minutes comply with the requirements of the State's Open Public Meeting Law.

Verbatim Tape Record on file in City Clerk's Office Available upon Request